



**Alaska Air National Guard Announcement Number: AKANG 11-73A(CHANGE)**

**Position Title: FINANCIAL MANAGEMENT JOURNEYMAN AFSC: 6F0X1**

**Grade Req: MIN E-1 MAX E-5**

**Unit/Duty Location: 168<sup>th</sup> Air Refueling Wing, Eielson Air Force Base, Alaska**

**OPENING DATE: 8 AUGUST 2011**

**CLOSING DATE: 15 OCTOBER 2011(CHANGE)**

**WHO MAY APPLY/AREAS OF CONSIDERATION: NATIONWIDE**

**AREA OF CONSIDERATION:** *Applications for this announcement (AKANG 11-73A)* that will be forwarded for consideration will consist of all Alaska National Guard personnel who 1) currently hold the advertised AFSC at the advertised skill level and meet the grade requirement listed above or 2) AKANG AGR Members who meet the minimum criteria for retraining (specifications listed below to include specialty qualifications) and meet the grade requirement or 3) personnel who are eligible to become members of the Alaska Air National Guard, possess the AFSC or meet the minimum criteria for retraining as stated below in addition to meeting the listed grade requirements. If you do not meet any of these criteria, your application will not be forwarded for consideration.

**SELECTING SUPERVISOR: MSgt Donoghue**

**Duties:**

- Provide customer service, financial decision support, services, and resources to support the Air Force's war-fighting mission
- Perform financial management activities both at home station and deployed locations
- Maintain financial records for pay and travel transactions. Maintain accounting records and prepare reports.
- Determine fund availability and propriety of claims
- Account for and safeguard cash, checks, and other negotiable instruments
- Process commitments and obligations, payments, and collections
- Serve as financial advisor to commanders and resource managers
- Compile, analyze, and summarize data.
- Perform audits and implement fraud prevention measures
- Advise, interact and coordinate with organizations on financial matters. Interpret and supplement financial directives
- Prepare, verify, compute and process, and audits pay transactions
- Process, verify, audit travel claims, estimate travel costs, determine fund availability, and perform follow-up on outstanding travel orders for travelers
- Perform follow-up on commitments, outstanding obligations, and process disbursement and collection transactions
- Disburse, collect, and safeguard cash, negotiable instruments and certified vouchers
- Prepare accountability records and reports
- Determine propriety of funding and certifies fund availability
- Record, reconcile, and verify entries into automated systems based on accounting documents
- Prepare, process and certify payment and collection vouchers
- Maintain appropriated funds, accounting records, and files
- Provide customer service and financial analysis for various organizations, vendors, and the Air Force Financial Services Center
- Reconcile funding authorities with accounting records
- Review financial data for accuracy and resolve discrepancies
- Review reimbursement program status. Perform audits and review as required by directives
- Utilize financial management decision support techniques to deliver sound financial advice to all levels of leadership.
- Perform additional duties as assigned

**Initial Eligibility Criteria:**

**APTITUDE REQUIREMENT  
GENERAL- 57**

**PHYSICAL PROFILE  
PULHES – 333333**

**SECURITY CLEARANCE  
Secret**

**Preferred Qualifications:**

- Knowledge of fiscal law, accounting and payment principles/procedures, contingency operations, financial management systems, and basic computer applications, pay and travel entitlements, Air Force organization, reporting requirements, analysis techniques, financial management policies, procedures and regulations, management principles and controls, budgeting principles, financial management decision support techniques, visual, oral, and written presentation techniques, and Air Force missions
- No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud

**\*See page 2 for All Required Documentation needed\***

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101

**APPLICATION PROCEDURES:** Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the **Alaska National Guard, Human Resources Office, HRO, Building 49000 Room D-209, Post Office Box 5800, Joint Base Elmendorf Richardson, AK 99505-5800.** Complete applications must be received in HRO-AGR office no later than 1600 or postmarked on or before the closing date. US government postage paid envelopes or government facsimile machines (FAX) may NOT be used in submitting applications. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received that are not signed will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the application package must include at least the NGB-34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 4-5 are requested *by the selecting supervisor*. If the requested documents are not submitted, you may include a letter of explanation.

1. NGB Form 34-1 (Application Form for Active Guard/Reserve (AGR) Position)
2. CURRENT Records Review RIP (available on vMPF)
3. CURRENT Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic)
5. Cover Letter & Resume
6. Signed Statement of Agreement to Retrain (if applicant does not possess AFSC)

**\*\*SUBMIT NO STAPLES/NO BINDINGS\*\***

**\*\* Alaska Air National Guard - Applicants who do not possess advertised AFSC must sign a statement of agreement that they will retrain to the required AFSC upon accepting the position within 12 months. Signed statement must be submitted with application for consideration\*\***

#### QUESTIONS:

The HRO Liaison- 168<sup>th</sup> Force Support Flight, MSgt Ashley Hill, 907-377-8758 (DSN 317-377-8758)  
To verify receipt of application, you may call 907-428-6242 (DSN 317-384-4242)

#### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.